



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ELECTRONIC TECHNICAL MGMT SPECIALIST

Job Number: 20000497

Job Code: 12290V000101

Job Group: 1200 - ELECTRONICS AND COMMUNICATIONS

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs specialized technical or management duties on a statewide basis to resolve technical or technical management problems in the field of electronics; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate including or supplemented by one year of technical training in electronics or a related field.

EXPERIENCE:

Must have five years of technical experience in the field of electronics.

Substitute EDUCATION for EXPERIENCE:

Additional related technical training will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional related technical experience will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides technical management assistance in the procurement and maintenance of electronic equipment. Researches availability of electronic equipment and applicability to agency needs. Inspects and tests equipment. Prepares bids for special equipment items. Trains technicians and personnel in proper use and maintenance of equipment. Assists technicians in resolution of special problems such as computer programming at toll facilities. Maintains knowledge of developments and changes in electronics field. Conducts training seminars for personnel. Interprets procedures and methods for technicians. Reviews and updates training and working manuals for field staff.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to remove and install electronic equipment in closed spaces. May be subject to electrical dangers.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an electronic shop.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.